



JOB DESCRIPTION **SENIOR EVENT MANAGER**

Responsibilities

- Handle all event requests, enquires and assist in the servicing of portfolio accounts.
- Conceptualize and prepare creative proposals customized to individual client's needs and requirements.
- Key liaison between client, in-house designers and other 3rd party vendors leading up to the event, ensuring that both client and event requirements are met.
- To project manage the workflow, logistical support and timeliness of the delivery for projects undertaken.
- To professionally coordinate and manage the set-up and production of the event on site, ensuring the delivery of a high quality event.
- Manage project budgets and quotations.
- You will be required to work closely with the members of your team and other division to collectively produce a successful event.
- Independently procure sales / events.
- You will tasked to handle multiple projects and work within tight schedules.

Interested candidates should send their resume to hr@visionnaire.com.sg and state the job applied for in the email subject line. Only shortlisted candidates will be contacted.